



# MULTIFAMILY FLOOD RECOVERY Program – Owners Commitment/Closing Check List

Project Name

Project Address

Project City, State, Zip

Applicant Name

Applicant Address

Applicant City, State, Zip

Please supply the following material to \_\_\_\_\_ to request assistance with flood related rehabilitation and repairs.  
(Administrator)

If you have any questions, please contact \_\_\_\_\_  
(Administrator Contact Name and Phone)

## Application Materials – To be submitted to designated Multifamily Flood Recovery Administrator

\* - Minnesota Housing Approve Form ~ - Link to Information on RRDL Web

H - Link to Help Text Document with More Information

1	<input type="checkbox"/>	*	<a href="#">Multifamily Flood Recovery Application with Supporting Documents</a>
2	<input type="checkbox"/>	*	<a href="#">Applicant Certification of Environmental Issues</a>
3	<input type="checkbox"/>		SBA Letter of loan award or denial letter
4	<input type="checkbox"/>		Property insurance letter of claim award or denial letter
5	<input type="checkbox"/>	H	<a href="#">Evidence of Site Control</a>
6	<input type="checkbox"/>	~	<a href="#">Property Insurance Binder or Certificate</a>
7	<input type="checkbox"/>	H	<a href="#">Leverage Commitment Letters</a>
8	<input type="checkbox"/>	H	<a href="#">Property Operating Budgets, 2 Years</a>
9	<input type="checkbox"/>		Evidence mortgage payments current
10	<input type="checkbox"/>		Evidence of property taxes paid and current
11	<input type="checkbox"/>	H	<a href="#">Rent rolls, 3 months</a>
12	<input type="checkbox"/>		A copy of the current lease
13	<input type="checkbox"/>		Tenant relocation plan - If applicable
14	<input type="checkbox"/>	*	<a href="#">Characteristics of Tenant Households, Initial Occupancy Statement by Tenant</a>
15	<input type="checkbox"/>	*	<a href="#">Characteristics of Tenant Households, Tenant Profile Form</a>
16	<input type="checkbox"/>	* H	<a href="#">Property Inspection Template</a> – Prepared by Architect or Administrator <a href="#">Physical Needs Assessment (website information)</a>
17	<input type="checkbox"/>	H	<a href="#">Photographs</a> of damage to be repaired
18	<input type="checkbox"/>	~	<a href="#">Scope of Work- Refer to RRDL Program Guide-Disaster Assistance Chapter 13- Section 9</a>
19	<input type="checkbox"/>		Bids for selected and non-selected single prime general contractor

I (We) herby certify that the information contained in this application is true, correct and complete. I (We) understand that any misrepresentations and/or fraudulent information made in this application may result in the termination of our application/project by the local administrator and/or Minnesota Housing and may bar me (us) and related parties from future program participation, and report such misrepresentation and fraudulent information to the Minnesota Attorney General's office for appropriate legal action.

Applicant Signature

Applicant Signature

Date

**MULTIFAMILY FLOOD RECOVERY Program –  
Owners Submissions Required to Prepare Loan Documents**

**Loan Commitment & Closing Materials –**

**To be submitted to designated Multifamily Flood Recovery Administrator**

\* - Minnesota Housing Approve Form ~ - Link to Information on RRDL Web

H - Link to Help Text Document with More Information

1	<input type="checkbox"/>	~	<a href="#">Articles of Organization / Incorporation OR Copy of Driver's License for Individuals (Ownership Documentation)</a>
2	<input type="checkbox"/>	*	<a href="#">Affirmative Fair Housing Marketing Plan - Multifamily</a>
3	<input type="checkbox"/>	~	<a href="#">Certification and Borrower's Resolution</a>
4	<input type="checkbox"/>	*	<a href="#">Letters of consent from existing mortgage holders other lenders</a>
5	<input type="checkbox"/>	*	<a href="#">Lead Addendum</a> <a href="#">Protect Your Family From Lead in Your Home</a> <a href="#">The Lead-Safe Certified Guide To Renovate Right</a>
6	<input type="checkbox"/>		License of selected single prime general contractor
7	<input type="checkbox"/>	~	Contractor's Certificate of Insurance
8	<input type="checkbox"/>		Building Permits
9	<input type="checkbox"/>	H	<a href="#">Certificate of Good Standing</a> (must be current within 30 days of closing),
10	<input type="checkbox"/>	*	<a href="#">Minnesota Multifamily Rental Housing Common Application Form</a> , Section I - VIII and Development Team Tab
11	<input type="checkbox"/>	*	<a href="#">Characteristics of Tenant Household</a> - Review the instructions ,complete the following tabs and submit electronically - <ul style="list-style-type: none"> <li>○ Characteristics of Tenant Households – Development Information</li> <li>○ Characteristics of Tenant Households – CTH Report</li> <li>○ Characteristics of Tenant Households - Initial Occupancy Statement by Tenant</li> <li>○ Characteristics of Tenant Households - Tenant Profile Form</li> <li>○ Characteristics of Tenant Households - Owner's Certification</li> </ul>

**Post Construction & Project Closeout:**

12	<input type="checkbox"/>	H	<a href="#">Photographs</a> of completed project and repairs
13	<input type="checkbox"/>		Recorded loan documents

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